

California Regional Water Quality Control Board
Central Coast Region

ADMINISTRATIVE SERVICES

Reg. Admin Officer II

Tresa Guaspari

Personnel Liaison. Supervision of staff with regard to all
Administrative functions and in Office Health and Safety Issues.

Assoc. Info.
Systems Analyst

Richard Welch

DUTIES:

- All Computer Related Issues
- Disaster Recovery Plan

Staff Services
Analyst

Cyndee Jones

DUTIES:

- Contract Administration and Management
- Budget Liaison
- Out of State Travel Coordinator
- Backup for Regional Admin. Officer as needed

Office Tech

Sherri Carruthers

DUTIES:

- Timekeeping - Student & Staff
- Leave Balances
- Personnel Benefits Coordinator
- New Employee Orientation
- Facilities Mgt
- Telecommunication Coordinator
- Purchasing Coordinator

Office Asst.

Joan Smithen

DUTIES:

- Supply Inventory
- Travel Claims
- Training Liaison
- Bank Deposits
- Maintain Vehicles / Logs
- Contract Manager for Air Surveillance Lab Contracts
- Maintain Petty Cash
- Backup for Timekeeping & Purchasing

Office Asst.

Wendy Browne

DUTIES:

- Receptionist
- Schedule Conference Rooms
- Send / receive faxes
- Process all incoming/ outgoing mail
- Update California Code Of regulations.
- Update job/ exam opportunities
- Update Cal Card Invoice Log
- Organizational projects assigned by RAO